

School Contact Absence Procedures

Parents and Carers

Parents and carers are responsible for ensuring that children attend school regularly, punctually, properly equipped and in fit condition to learn.

Notification of absence

If a child is prevented for any reason from attending, parents are required to notify school, giving an explanation for absence as soon as possible, but by 9:00am on the first day of absence. A return date may be discussed, but where this is not possible, the parent/carer should keep in **daily contact with school**. An answerphone facility is available should the school office be closed. Some illnesses require a 48 hour clear period before returning to school. Our school administrator can advise you on this.

In line with our policy, and placing children's safety at the forefront of our work, please see the first-day calling procedure (adjacent) that is followed by school staff should we not receive notification of absence.

Notification of Lateness

If a child is going to be late, parents are required to notify school before 9:00am, providing an explanation of lateness, which is recorded on the register.

Notification of Medical appointments

Where possible, non-urgent dental and medical appointments should be made outside of the school day. If a child is attending an appointment during the school day, advance notification of the appointment and a copy of the appointment card or letter is required to ensure the appropriate code can be applied to the register. Registers are taken twice a day.

School Office Contact Details: Tel: 01228 711602

E- mail: head@greatorton.cumbria.sch.uk

First-Day Calling Procedure

Action by School Administrator	
1.	Registers saved during registration period.
2.	Late children checked against registers if recorded separately in main office.
3.	Absence calls listened to/attendance emails checked.
4.	First day text sent to first name on contact list within half an hour of school start time asking for a response (before 9.30am).
Further Action by School Administrator	
5.	If no response to text start calling first name on contact list within 45 minutes of school start time (before 9.45am).
6.	Ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted.
7.	Alert Headteacher/Designated Safeguarding Lead that a child is absent and no response has been received within an hour of school start time (before 10.00am).
Action by Designated Safeguarding Lead	
8.	If no reply send second text and email to first and second contacts on list.
9.	Home visit made if possible/appropriate by school or other agency involved to ensure welfare of child/family.
10.	Contact Police if all other stages have been completed and there is still no contact regarding the absent child. This should be done using the 101 number.



Great Orton Primary School

School Attendance

Important Information for Parents and Carers



Tips to help with positive attendance!....

1. Establish a good routine in the mornings and evenings so your child is prepared for the day ahead.
2. A good night's sleep along with time in the mornings for a good breakfast can make a big difference! Aim for at least 10 hours sleep a night for your child. This will help your child to concentrate and make the most of the days' learning.
3. If your child walks to school, make sure they start walking early enough so they arrive on time - punctuality is important. Missing just 10 minutes of school a day is the same as missing 2 weeks over the year.
4. Talk to your child about what they did in school; praise and reward your child's achievements at school.
5. If you have a concern or there is an issue around attendance, please contact school straight away – there is always advice and support for children and their families. We want to help.
6. Good attendance at school is key to your child doing well and will set them up with good routines for later life and the working world.

Did you know?

- ✚ Good attendance is important to your child's future. Children who miss school frequently fall behind in their work and make less progress academically.
- ✚ Attending school 90% of the time is the same as missing half a day of school per week. Over one year this equates to four weeks of school, and during their education, half a year of schooling would be lost.
- ✚ Where a child's attendance has fallen below 90% parents/carers will be contacted. Attendance will then be monitored for a half-term period. Parents may be invited to an attendance panel meeting.
- ✚ Attendance of 95% and above gives your child the best chance of success! Regular attendance helps children to develop their confidence in school, and helps to support lasting friendships.

Days off school add up.....

100% attendance	0 weeks of learning missed	Outstanding
95% attendance	1 week, 4 days of learning missed	Good
92% attendance	3 week of learning missed.	Requires improvement
90% attendance	3weeks, 4 days of learning missed	Cause for concern
Below 90% attendance		Poor attendance



What if my child is ill?

We are aware that sometimes absence from school through illness cannot be avoided.

Please contact the school if you are in any doubt, and follow procedures within this leaflet. Thank you.

Our staff, on a voluntary basis, are willing to administer prescription medication or Calpol during the school day, should this be required.

Please see the school administrator directly to arrange this, as paperwork will need to be completed prior to any medication being given.



Holidays during Term Time

As you will already be aware, schools are no longer able to authorise holidays in term time, unless there are 'exceptional circumstances'. If you take your child on a **2 week holiday** in term time, attendance for the year **immediately drops to below 95%**.

Where parents wish to take a holiday during term time, this must be put in writing using the Holiday Request Form, which is available through the school office or on our website.

All Holiday Request Forms need to be submitted to the School Office (not through class teachers) – thank you. Please be aware: parents who take a child of compulsory school age on holiday without permission from the school, and where attendance is a concern, may be issued with a penalty notice.